

# **OCCUPATIONAL OUTLOOK: MONTEREY COUNTY**

**1996**

**A PRODUCT OF THE CALIFORNIA  
COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM**

**SPONSORED BY:**

**MONTEREY COUNTY PRIVATE INDUSTRY COUNCIL,  
STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT  
DEPARTMENT, CALIFORNIA OCCUPATIONAL INFORMATION  
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**December 14, 1996**

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## P R E F A C E

In 1989, the California State Employment Development Department (EDD) awarded the Monterey County Private Industry Council a grant to participate in the State/Local Labor Market Information Program. After years of refinement, the program was expanded in 1996 to cover every county in the state.

The official title of the program is the California Cooperative Occupational Information System (CCOIS). The program's objective is to utilize appropriate resources and expertise at both the local and state levels in the collection, analysis and dissemination of occupational information. Such information is most often used as a guide in the development of training programs and for career counseling. The information provided is also helpful for business and government planning.

This December 1996 report includes summaries of 20 occupations available in Monterey County. Of these, 11 are occupations studied for the first time; and nine are previously surveyed occupations. The information is based on confidential surveys with area employers, supplemented by additional data obtained from other organizations, including representatives of vocational schools, unions, apprenticeship programs, and professional associations.

The research methods used to produce this report were designed to provide reliable data. One of the features of the program is that it provides a forum for community participation in which the survey occupations are selected and the scope of the study is determined. While most of the research is conducted at the local level, EDD's Labor Market Information Division (LMID) is responsible for setting policy, for providing occupational projections, computer generated samples and technical assistance.

We hope you find this report informative. Please direct any questions to the Private Industry Council LMI Coordinator at (408) 755-5429.

The Private Industry Council and its staff wish to express sincere appreciation to all the employers and others who participated in this valuable community project.

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## INTRODUCTION

The information presented here was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Monterey County Private Industry Council, with assistance from the California State Employment Development Department (EDD), prepared this material. Questions regarding the material in this report should be directed to Philip Livingston, Labor Market Information Coordinator, at (408) 755-5429.

Information provided in the Occupational Summaries portion of this report applies specifically to Monterey County. The occupations presented were selected for study by local users of occupational information. These users include vocational program administrators, planners, and counselors. The purpose of this report is to provide information for labor market decisions, including career planning, personnel management, and vocational training program planning. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. However, omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time. Different occupations will be selected for study in successive years.

Following are descriptions of each section of the Occupational Summaries.

### OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, updated for California as of July 1993. Three occupations for which OES codes do not currently exist were studied: *Human Resource Technicians*, *Patient Insurance Clerks*, and *Phlebotomists*. Occupations were selected for survey based on the needs of local users of occupational information.

### WAGES

The wage data enable comparison of salaries across occupations expressed in salary range and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions, with extreme answers excluded. Nonunion wage ranges are rounded to the nearest \$0.25. Wage data were collected during the time period shown in parentheses, and reflect the following definitions:

- New hires, no experience - The wages of persons trained but with no paid experience in the occupation.
- New hires, experienced - The starting wage paid to journey-level or experienced persons just starting at the firm.
- Experienced, after 3 years - The wages generally paid to persons with three years' journey-level experience at the firm.

## TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This section presents the amount and kinds of work experience and education required by surveyed employers. Employers were asked in which languages they preferred fluency. Also included are preferences of employers on a scale of 0 to 3 for entry level technical skills and other qualifications. Skills data are presented on the basis of arithmetic averages of employer responses for Questions 100-122 of the questionnaire. Skills are reported as "Most Important" (range 2.25-3.00) and "Very Important" (range 1.50-2.24).

When reference is made to **almost all**, **most**, **many**, **some**, or **few**, the following guidelines have been applied:

- Almost all - this reflects more than 75 percent of the survey respondents or their employees;
- Most - this reflects 51-75 percent of the survey respondents or their employees;
- Many - this reflects 35-50 percent of the survey respondents or their employees;
- Some - this reflects 10-34 percent of the survey respondents or their employees;
- Few - this reflects less than 10 percent of the survey respondents or their employees.

Information on training programs listed in *Monterey County Vocational Training Directory 1996* is provided in the occupational summaries as appropriate.

## SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. The terms used in describing the supply/demand situation found in the area are defined as

- Great difficulty** - Demand is considerably greater than supply of qualified applicants.  
Employers often cannot find qualified applicants when an opening exists.
- Some difficulty** - Demand is somewhat greater than the supply of qualified applicants.  
Employers may have some difficulty finding qualified applicants at times.
- Little difficulty** - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- No difficulty** - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

This section lists supply/demand terms separately for experienced and inexperienced workers.

## SIZE OF OCCUPATION

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size in Monterey County is measured using the following scale:

Small	Less than 173
Medium	173-346
Large	347-751
Very large	752 and above

The range provided in the Occupational Summaries represents the seven-year forecast prepared by EDD for the period 1993-2000.

## EMPLOYMENT TRENDS

In most cases, one of several standard terms will describe the expected growth rate for the outlook period relative to a projected Monterey County average growth of 15.6%, as follows:

C Much faster than average	= 1.5 times average or more
C Faster than average	= 1.1 to, but not including 1.5 times average
C Average	= 0.9 to, but not including 1.1 times average
C Slower than average	= Less than 0.9, but greater than zero
C No significant change, or remain stable	= Zero
C Slow decline	= Less than zero

Unless otherwise noted, employment trends are based on EDD projections for the seven-year period 1993-2000, and are subject to many unforeseen factors. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training requirements.

## OTHER INFORMATION

Other information that may be listed in this document includes: typical industry concentrations; hours of work; concentration of on-call, seasonal, or temporary workers; recruitment practices; and the typical number of hours worked per week in an occupation.

EDD prepared California Occupational Guides are available for many occupations. The Guides list Dictionary of Occupational Titles (D.O.T.) codes for each occupation covered. If one such Guide is available for an occupation presented here, or an occupation related to the one reported, the number of the Guide is shown in this report on the last line.

## **USES OF LABOR MARKET INFORMATION**

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

### ***Career Decisions***

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

### ***Program Planning***

This report provides local planners and administrators with employment and training, and placement data, as well as occupational size and expected growth rates. Program planners can use these data to evaluate, improve, and eliminate programs, or to plan new programs.

### ***Curriculum Design***

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### ***Economic Development***

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

### ***Program Marketing***

Training providers can market their programs effectively by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### ***Human Resource Management***

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. As stated in the Preface, to maximize the use of this information, please contact the labor market information unit of the Monterey County Private Industry Council at (408) 755-5429.

## ALPHABETICAL LIST OF SURVEY OCCUPATIONS

The following occupations may be found in the Occupational Summary on the page number indicated.

PAGE NUMBER	OCCUPATION
6	Artists and Related Workers
8	Assemblers and Fabricators - except Machine, Electrical, Electronic, and Precision
10	Child Care Workers
12	Computer Programmers, including Aides
14	Cooks - Restaurant
16	General Office Clerks
18	Housekeeping Supervisors
20	Human Resource Technicians
22	Instructors - Nonvocational Education
24	Kindergarten Teachers
26	Machinists
28	Patient Insurance Clerks
30	Phlebotomists
32	Preschool Teachers
34	Salespersons - Retail (except Vehicle Sales)
36	Secretaries - Legal
38	Secretaries - Medical
40	Teachers - Special Education
42	Truck Drivers - Heavy or Tractor Trailer
44	Truck Drivers, Light - including Delivery and Route Workers



## ARTISTS AND RELATED WORKERS

### DEFINITION

Artists and Related Workers include workers concerned with designing and executing artwork to illustrate subject matter or promote public consumption of materials, products, or services and to influence others in their opinions of individuals or organizations. This includes Commercial Artists, Artistic Painters, Painting Restorers, and artists who perform limited layout work as part of their other tasks. This does not include Art Directors or artists who primarily work as Layout Artists or Creative and Graphic Designers. (OES 340350)

Alternate titles reported by employers include: *Artisan, Visual Artist, Painter/Restorer, Cartoonist, Artist/Assistant, Potter, Computer Illustrator.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent, and many also have some college. Some possess a Bachelor degree.

**Experience and Qualifications:** Most employers require 12 to 48 months of related work experience; although most are sometimes willing to substitute formal training for work experience. Although almost all of those responding prefer fluency in English, some also prefer fluency in Spanish. Many seek employees with computerized word processing, and/or desktop publishing skills.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

**Technical** - Ability to submit portfolio of work.

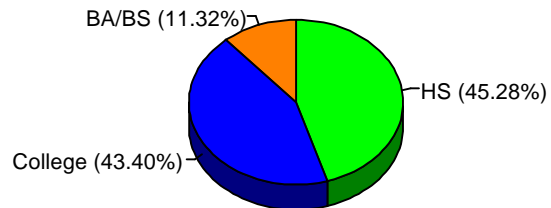
**Physical** - Manual dexterity; Possession of good color perception.

**Personal or Other** - Ability to pay attention to detail; Ability to work independently; Willingness to work with close supervision.

**Basic** - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

### Education of Recent Hires

Artists and Related Workers



Rated as **VERY IMPORTANT**: Graphic arts skills; Basic math skills; Ability to write effectively; Public contact skills; Freehand drawing skills; Ability to interview others for information; Ability to use desktop publishing software.

Most employers surveyed report a future demand for skills requiring use of high technology/computer equipment and software.

**Training:** Some employers require 3 to 48 months of vocational training for this occupation. Entry level training is available through Mission Trails Regional Occupational Program.

### SIZE OF OCCUPATION

**Medium (160-200)**

### EMPLOYMENT TRENDS

**Much faster than average growth (25.0%)**

Most employers report that occupational employment grew during the past year, and many reported that employment remained stable. Most predict that employment will remain stable in their firms over the next three years, and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Most firms report finding experienced applicants who meet their hiring standards to be somewhat difficult, and many indicate that it is very difficult. Most also report some difficulty in finding inexperienced applicants.

## ARTISTS AND RELATED WORKERS (Continued)

### WAGES AND FRINGE BENEFITS (Summer 1996)

New Hires, No Experience: \$5.00 to \$10.00/hr Median: \$6.00/hr

New Hires, Experienced: \$7.00 to \$25.00/hr Median: \$11.92/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$25.00/hr Median: \$15.00/hr

Almost all employers provide medical insurance and paid vacation to full-time workers, and most provide paid sick leave. Many provide retirement plans, life insurance, and dental insurance; some provide vision insurance.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: studios of potters, sculptors, artists, art restorers, and cartoonists; and publishing firms.

### OTHER INFORMATION

**Hours:** Most are full-time workers, averaging 39 hours/week. Some temporary opportunities averaging 37 hours/week and some seasonal opportunities averaging 20 hours/week. Few part-time opportunities averaging 20 hours/week.

**Vacancies:** Many employers report filling new and/or temporary positions over the past 12 months, and some have filled vacant positions. Most firms promote qualified workers to higher positions, such as supervisor, project manager, project director, or coordinator, and many do not promote.

**Recruitment:** Most firms recruit through newspaper advertisements. Many recruit through current employees' referrals. Some hire through in-house promotion or transfer, or hire unsolicited walk-ins, or hire through public school or program referrals.

**Unionization:** This occupation is not unionized.

**Gender:** Most employees in this occupation are men, but some are women.

**RELATED D.O.T. OCCUPATIONAL TITLES** Representative DICTIONARY OF

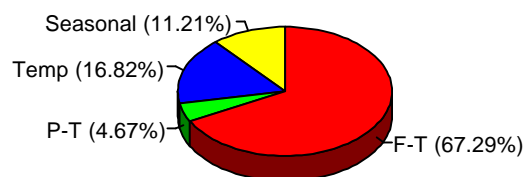
OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 141.061-010, Cartoonist; 141.081-010, Cartoonist, Motion Pictures; 149.261-

010, Exhibit Artist; 141.061-014, Fashion Artist; 141.061-022, Illustrator; 141.061.026, Illustrator, Medical and Scientific; 141.061-030, Illustrator, Set; 144.061-010, Painter; 102.261-014, Paintings Restorer; 141.061-034, Police Artist; 144.061-014, Printmaker; 149.041-010, Quick Sketch Artist; 144.061-018, Sculptor; 149.051-010, Silhouette Artist; 142.061-054, Stained Glass Artist.

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### Employment Status

Artists and Related Workers




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**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #4 and #53**

## ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

### DEFINITION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a nonprecision nature. This does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as part of assembly operations, such as riveting, welding, soldering, machining, or sawing. **(OES 939560)**

Alternate titles reported by employers for this occupation include *Production Worker* and *Assembly Technician*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent. Some have attended college.

#### Experience and Qualifications:

Most employers usually require 6 to 48 months of related work experience, but most are sometimes willing to accept vocational training in lieu of work experience. Almost all employers responding prefer fluency in English. Employers do not require computer skills for this occupation.

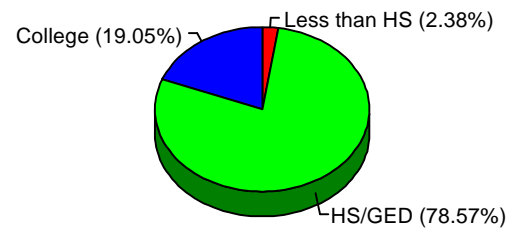
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

**Technical** - Ability to perform assembly work; Ability to use hand tools; Ability to operate power hand tools; Ability to read working drawings; Ability to use and read a tape measure.

**Physical** - Good eye-hand coordination; Manual dexterity; Ability to stand continuously for 2 or more hours.

**Personal or Other** - Ability to work independently; Ability to perform routine, repetitive work; Possession of mechanical aptitude; Willingness to work with close supervision.

### Education of Recent Hires Assemblers and Fabricators



**Basic** - Ability to follow oral instructions; Ability to read and follow written instructions; Basic math skills; Ability to write legibly.

Rated as **VERY IMPORTANT**:

**Technical** - Ability to do arithmetic using fractions and decimals; Ability to read blueprints.

**Physical** - Ability to lift 50 lbs. repeatedly; Possession of good color perception.

**SIZE OF OCCUPATION:** Large (350-420)

**EMPLOYMENT TRENDS:** Faster than average growth (20.0%)

Many firms report occupational growth over the last year, but some report that employment remained stable and some report decline. Most employers expect employment to remain stable over the next 3 years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Most firms report finding experienced workers who meet their requirements to be somewhat difficult. Most also report some difficulty in finding inexperienced workers.

## ASSEMBLERS AND FABRICATORS - EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

#### Combined Wages and Commission

<u>Nonunion</u>	New Hires, No Experience:	\$6.00 to \$9.75/hr	Median: \$7.25/hr
	New Hires, Experienced:	\$7.00 to \$13.00/hr	Median: \$9.00/hr
	Experienced, 3 Yrs w/Firm:	\$7.25 to \$15.00/hr	Median: \$10.00/hr
<u>Union</u>	New Hires, No Experience:	\$7.50 to \$7.50/hr	Median: \$7.50/hr
	New Hires, Experienced:	\$10.00 to \$10.00/hr	Median: \$10.00/hr
	Experienced, 3 Yrs w/Firm:	\$13.50 to \$19.18/hr	Median: \$16.34/hr

Almost all firms provide paid vacation and medical insurance to full-time workers; most provide paid sick leave and dental insurance. Many provide life insurance. Some provide vision insurance and retirement plans.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include manufacturers of durable goods in a variety of small, medium, and large industries.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 20 hours/week.

**Vacancies:** Most hires over the past 12 months were to fill new positions and some were to fill vacancies. Promotional opportunities are limited; although most firms will promote the supervisor, foreman, or manager level when vacancies occur.

**Recruitment:** Most employers recruit for this occupation through newspaper advertisements or current employees' referrals. Many hire unsolicited walk-ins or use the Employment Development Department. Some recruit through public school or program referrals and through in-house promotion or transfer.

**Unionization:** Unionization is negligible (14%).

**Gender:** Almost all employees are men, but some are women.

### RELATED D.O.T. OCCUPATIONAL

**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 869.684-010, Assembler (Manufactured Buildings); 754.684-010, Assembler (Plastic Products); 732.684-014, Assembler (Sports Equipment); 730.684-010, Assembler, Musical Instruments; 714.684-010, Assembler, Production Line; 806.384-034,

Assembler, Subassembly;  
780.384-010, Automobile-Seat-Cover-and-Convertible-Top Installer; 809.484.010, Awning-Frame Maker; 806.684-146, Boat Outfitter; 780.684-034, Chair Upholsterer; 703.684-014, Cupboard Builder; 780.684-054, Cushion Maker I; 706.484-010, Drapery-Rod Assembler; 804.684-014, Extrusion Bender; 806.684-054; Fiberglass Laminator; 763.684-038, Furniture Assembler; 669.364-010, Inspector, Assembly; 869.684-026; 710.684-046; Instrument Assembler; 780.684-074, Mattress Maker; 899.484-010, Mobile-Home-Lot Utility Worker; 806.684-102, Outfitter, Cabin; 806.684-106, Overlay Plastician; 754.684-042, Plastics Worker; 806.684-118, Repairer, General; 806.684-082, Trailer Assembler II; 780.684-118, Upholsterer, Outside.

### Employment Status

Assemblers and Fabricators



## CHILD CARE WORKERS

### DEFINITION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. This does not include workers whose primary function is to teach in a structured setting. **(OES 680380)**

Alternate titles reported by employers for this occupation include: *Child Care Aide, Teaching Assistant, Extended Care Worker, Extended Day Assistant, Tot Activity Leader, Support Staff.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

The California Department of Social Services Community Care Licensing Division, 2400 Glendale Lane, Suite C, Sacramento, CA 95825, issues a Regular Children's Center Instructional Permit (fee-based) upon completion of the following requirements: (1) 24 semester units of course work in early childhood education/child development; (2) Two experience periods of a least 100 days each during a 3-year period; (3) 16 semester units of general education courses.

Almost all recent hires have some college, but no degree. Some are high school graduates or equivalent.

#### Experience and Qualifications:

Most employers usually require 3 to 12 months of related work experience. Most firms are sometimes willing to accept vocational training in lieu of work experience, and many usually will. Almost all responding employers prefer fluency in English. Most also prefer fluency in Spanish, and some prefer fluency in Vietnamese. Most firms do not require knowledge of computers.

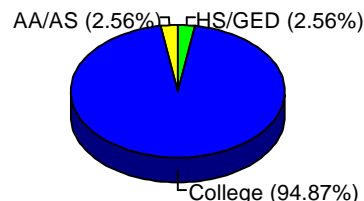
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

**Technical** - Knowledge of early childhood development; Ability to administer emergency first aid; Oral reading skills; Ability to write effectively.

**Physical** - Ability to stand continuously for 2 or

### Education of Recent Hires

Child Care Workers



more hours.

**Personal or Other** - Ability to exercise patience; Ability to handle crisis situations; Possession of a clean police record; Ability to work under pressure; Ability to work independently; Understanding of a variety of cultures; Willingness to work with close supervision.

**Basic** - Oral communication skills; Ability to follow instructions; Ability to write legibly; Basic math skills.

Rated as **VERY IMPORTANT**:

**Technical** - Musical skills; Possession of an Early Childhood Development Certificate.

**Physical** - Ability to lift at least 40 lbs. repeatedly.

**Training:** Many employers require 6 to 12 months of training in early childhood education, which is available at local community colleges, University of California Santa Cruz Extension, and Mission Trails Regional Occupational Program.

**SIZE OF OCCUPATION: Small (120-140)**

**EMPLOYMENT TRENDS: Faster than average growth (16.7%)** Most employers report that occupational employment remained stable over the last year and some report growth. Most predict that over the next three years employment will remain stable, but many predict growth due to the increasing number of children.

### SUPPLY/DEMAND ASSESSMENT

Employers report that it is somewhat difficult to find experienced workers who meet their requirements, and somewhat difficult also to find inexperienced workers.

## CHILD CARE WORKERS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$4.75 to \$7.50/hr	Median: \$6.50/hr
	New Hires, Experienced:	\$5.00 to \$8.50/hr	Median: \$6.50/hr
	Experienced, 3 Yrs w/Firm:	\$6.00 to \$10.00/hr	Median: \$7.00/hr
<u>Union</u>	New Hires, No Experience:	\$5.18 to \$7.51/hr	Median: \$7.01/hr
	New Hires, Experienced:	\$5.47 to \$8.18/hr	Median: \$7.78/hr
	Experienced, 3 Yrs w/Firm:	\$5.75 to \$9.09/hr	Median: \$8.66/hr

Almost all employers provide medical insurance to full-time workers; most provide paid vacation, paid sick leave, life insurance, dental insurance, and child care. Many provide vision insurance and retirement plans. Some firms provide retirement plans, paid vacation, paid sick leave, and child care to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include public and private preschools and child care centers.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Many part-time opportunities averaging 18 hours/week. Some temporary and on call opportunities averaging 9 hours/week..

**Vacancies:** Many hires over the past 12 months were to due to promotion or to fill vacancies. There were some new positions. Most firms promote those who become qualified to Preschool Teacher.

**Recruitment:** Almost all employers recruit through newspaper advertisements and most hire through current employees' referrals. Many recruit through public school or program referrals. Some recruit through in-house promotion or transfer, the Employment Development Department, or hire unsolicited walk-ins.

**Unionization:** Most employees are nonunion, but many are union.

**Gender:** Almost all employees are women, but a few are men.

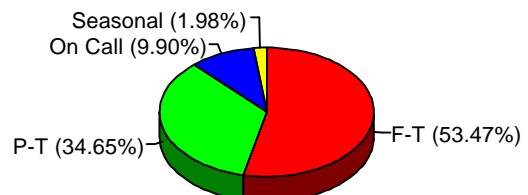
### RELATED D.O.T. OCCUPATIONAL TITLES DICTIONARY OF OCCUPATIONAL TITLES

(D.O.T.) codes for this occupation include:

359.677-010, Attendant, Children's Institution;  
355.674-010, Child-Care Attendant, School;  
359.677-018, Nursery Room Attendant; 359.677-026, Playroom Attendant.

### For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #505

### Employment Status Child Care Workers





## COMPUTER PROGRAMMERS, INCLUDING AIDES

### DEFINITION

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

(OES 251051)

Alternate titles reported by employers for this occupation include *Programmer Analyst* and *PC Coordinator*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have a Bachelor degree; some have an Associate degree; a few have some college, but no degree.

#### Experience and Qualifications:

Almost all firms usually require 6 to 28 months of related work experience, but are sometimes willing to accept vocational training in lieu of experience. Most require knowledge of computer database, word processing, and other specialized programming skills. Many also require knowledge of computer spreadsheets and some require skills in desktop publishing. Almost all responding employers prefer fluency in English, and some also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Problem solving skills; Ability to write, edit, and debug computer programs for business; Ability to write documentation of computer procedures; Ability to write effectively; Knowledge of minicomputer hardware and operating systems.

**Personal or Other:** - Ability to work under pressure; Ability to work independently.

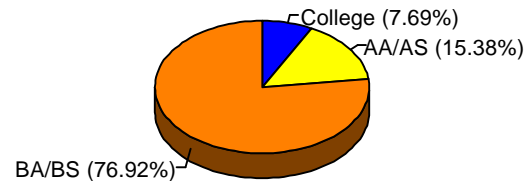
**Basic** - Ability to think logically; Ability to read and

follow instructions; Basic math skills;

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### Education of Recent Hires

Computer Programmers, incl. Aides



Oral communication skills.

Rated as **VERY IMPORTANT**: Ability to use fourth generation computer languages; Ability to perform precision work; Completion of company training; Knowledge of mainframe hardware and operating systems; Certified training program completion; Statistical programming skills; Engineering programming skills.

**Training:** Training is offered at local community colleges and University of California Santa Cruz Extension.

**SIZE OF OCCUPATION:** Large (340-410)

**EMPLOYMENT TRENDS:** Faster than average growth (20.6%)

Most employers report that occupational employment remained stable during the last year and many report growth. Most firms predict growth over the next three years and many predict that employment will remain stable.

#### SUPPLY/DEMAND ASSESSMENT

Firms report that it is very difficult to find experienced and qualified applicants, and that it is somewhat difficult to find inexperienced applicants.

## COMPUTER PROGRAMMERS, INCLUDING AIDES (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$6.75 to \$24.00/hr	Median: \$13.83/hr
	New Hires, Experienced:	\$7.75 to \$26.00/hr	Median: \$16.57/hr
	Experienced, 3 Yrs w/Firm:	\$9.75 to \$34.50/hr	Median: \$22.11/hr
<u>Union</u>	New Hires, No Experience:	\$13.88 to \$19.08/hr	Median: \$16.48/hr
	New Hires, Experienced:	\$13.88 to \$20.56/hr	Median: \$19.72/hr
	Experienced, 3 Yrs w/Firm:	\$16.04 to \$23.80/hr	Median: \$22.93/hr

Almost all firms provide medical insurance, paid vacations, paid sick leave, dental insurance, and retirement plans to full-time employees. Most provide life insurance and vision insurance.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: state and local governments, computer software firms, public and private schools, data processing firms, food processing firms, manufacturing firms, banks.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week.

**Vacancies:** Many vacancies are the result of promotion within the firm, but some result from new positions and some from employees leaving. Most firms promote to analyst, engineer, manager, or director levels. Some do not promote.

**Recruitment:** Almost all firms recruit through newspaper advertisements; most recruit through in-house promotion or referral; many through current employees' referrals; some through unsolicited walk-ins, the Employment Development Department, private employment agencies, private school referrals, public school or program referrals, and/or other.

**Unionization:** Most employees are nonunion, but many employees are union members.

**Gender:** Most employees are men, but many are women.

### RELATED D.O.T. OCCUPATIONAL TITLES

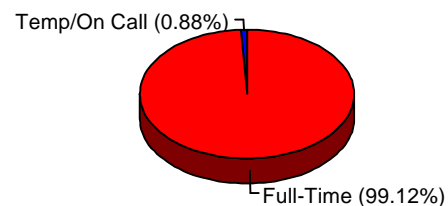
Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 030.167-010, Chief, Computer Programmer; 030.162-010, Computer Programmer; 030.162-018, Programmer, Engineering and Scientific.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #81**

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### Employment Status

Computer Programmers, incl. Aides





## COOKS - RESTAURANT

### DEFINITION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu. **(OES 650260)**

Alternate titles for this occupation include: *Line Cook, Production Cook, Chef, Sous-Chef, Broiler.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

#### Experience and Qualifications:

Most first usually require 6 to 36 months of prior related work experience, but most are sometimes willing to accept vocational training in lieu of work experience.

Most employers do not require knowledge of computers. Almost all responding employers prefer fluency in English, and many also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**: Ability to work under pressure; Ability to stand continuously for 2 or more hours; Oral communication skills; Ability to lift at least 30 lbs. repeatedly; Ability to work independently; Ability to read and follow instructions; Ability to work with close supervision.

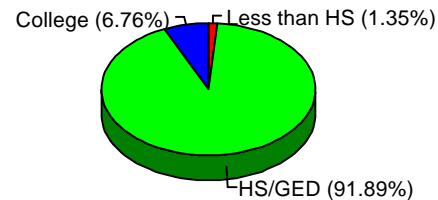
Rated as **VERY IMPORTANT**: Ability to write legibly; Basic math skills; Sauce making skills; Meat carving skills; Food buying skills; Food baking skills; Ability to plan and organize the work of others.

**Training:** Training is offered locally at Cabrillo College and Mission Trails Regional Occupational Program.

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### Education of Recent Hires

Cooks - Restaurant



**SIZE OF OCCUPATION:** Very large (1,100-1,430)

**EMPLOYMENT TRENDS:** Much faster than average growth (30.0%)

Most firms report that occupational employment remained stable during the last year and some report growth. Many predict growth over the next three years and many predict that employment will remain stable.

### SUPPLY/DEMAND ASSESSMENT

Most employers report some difficulty in finding experienced applicants who meet their requirements. Most report some difficulty in finding qualified inexperienced applicants.

## COOKS - RESTAURANT (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

#### Combined Wages and Tips

New Hires, No Experience: \$4.75 to \$9.25/hr Median: \$6.00/hr

New Hires, Experienced: \$5.50 to \$10.50/hr Median: \$8.00/hr

Experienced, 3 Yrs w/Firm: \$7.50 to \$13.75/hr Median: \$9.38/hr

Almost all employers provide medical insurance, dental insurance, paid vacations to full-time workers. Most provide life insurance, retirement plans. Many provide vision insurance. Some provide paid sick leave. Some firms provide paid vacations, retirement plans, medical insurance, dental insurance, vision insurance, life insurance to part-time workers.

#### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: restaurants, hotels, resorts, clubs.

#### OTHER INFORMATION

**Hours:** Almost all workers average 40 hours/week. Some part-time opportunities averaging 25 hours/week. Few temporary/on call positions averaging 26 hours/week.

**Vacancies:** Most vacancies result from employees leaving and some result from promotions and/or new positions. Almost all firms promote from this position to higher levels or to management.

**Recruitment:** Most firms recruit through current employees' referrals, newspaper advertisements, and in-house promotion or transfer. Some recruit through unsolicited walk-ins, the Employment Development Department, and other methods.

**Unionization:** Unionization is negligible (3%).

**Gender:** Almost all workers are men, but some are women.

#### RELATED D.O.T. OCCUPATIONAL TITLES

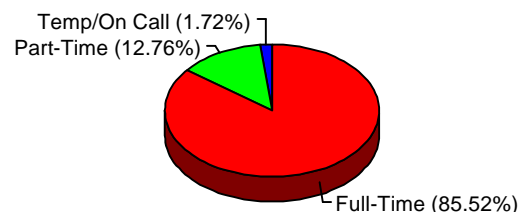
Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 313.281-010, Chef de Froid; 313.361-014, Cook; 313.361-018, Cook Apprentice; 313.381-022, Cook, Barbecue; 315.381-014, Cook, Larder; 315.381-018, Cook, Railroad; 313.361-030, Cook, Specialty, Foreign Food; 315.361-022, Cook, Station; 313.361-034, Garde Manger; 313.381-034, Ice-Cream Chef.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #93**

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#### Employment Status

Cooks - Restaurant



## GENERAL OFFICE CLERKS

### DEFINITION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. This does not include workers whose duties are narrowly defined. (OES 553470)

Alternate titles reported by employers for this occupation include *Office Assistant*, *Office Technician*, *Administrative Assistant*, and *Clerk*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

#### Experience and Qualifications:

Most firms require 9 to 30 months of prior related work experience. Most are sometimes willing to accept vocational training in lieu of experience.

Almost all employers require computer word processing skills. Most require spreadsheet skills. Some require skills in database, desktop publishing, or other computer applications. Almost all responding employers prefer fluency in English and some also prefer fluency in Spanish and/or Filipino-Tagalog.

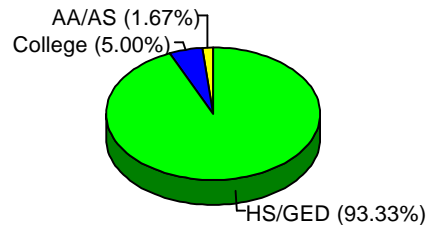
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to write effectively; Record keeping skills; Telephone answering skills; English grammar, spelling, and punctuation skills; Alphabetic and numeric filing skills; Ability to type at least 45 wpm; Ability to operate a transcribing machine.

**Personal or Other** - Ability to work independently; Public contact skills; Ability to perform routine, repetitive work.

**Basic** - Ability to read and follow instructions; Oral communication skills; Ability to write legibly; Basic math skills.

### Education of Recent Hires

General Office Clerks



Rated as **VERY IMPORTANT**: Willingness to work with close supervision; Ability to operate a 10-key adding machine by touch.

**Training:** Related training is offered at public adult schools, local community colleges, Center for Employment Training, Central Coast College, Computer Trainers, Heald Business College, Shoreline Occupational Services, and Mission Trails Regional Occupational Program.

**SIZE OF OCCUPATION:** Very large (3,310-3,790)

**EMPLOYMENT TRENDS:** Average growth (14.5%)

Most employers report that occupational employment remained stable during the last year and some report growth. Most predict employment to remain stable over the next three years, and some predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding experienced and qualified applicants, and little difficulty in finding inexperienced applicants who meet their requirements.

## GENERAL OFFICE CLERKS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Union</u>	New Hires, Inexperienced:	\$7.68 to \$11.01/hr	Median: \$9.53/hr
	New Hires, Experienced:	\$8.06 to \$11.57/hr	Median: \$10.13/hr
	Experienced, 3 Yrs w/Firm:	\$8.87 to \$13.38/hr	Median: \$12.30/hr
<u>Nonunion</u>	New Hires, Inexperienced:	\$5.75 to \$10.00/hr	Median: \$7.00/hr
	New Hires, Experienced:	\$6.00 to \$12.00/hr	Median: \$8.75/hr
	Experienced, 3 Yrs w/Firm:	\$6.00 to \$15.00/hr	Median: \$10.40/hr

Almost all employers provide medical insurance, dental insurance, paid vacations, paid sick leave to full-time workers. Most provide retirement plans, vision insurance, life insurance. Some provide child care. Some firms provide paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, life insurance, retirement plans to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: state and local governments, accountancy firms, non-profit agencies, hotels, retail firms.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 25 hours/week.

**Vacancies:** Many vacancies result from employees leaving; although some result from promotions and some from growth. Most firms promote to supervisor or other higher level.

**Recruitment:** Almost all recruit through newspaper advertisements. Most recruit through in-house promotion or transfer, current employee's referrals. Many recruit through the Employment Development Department. Some recruit through public school and program, private employment agencies, private school referrals, other methods.

**Unionization:** Most employees are union and many are nonunion.

**Gender:** Almost all workers are women; although a few are men.

### RELATED D.O.T. OCCUPATIONAL

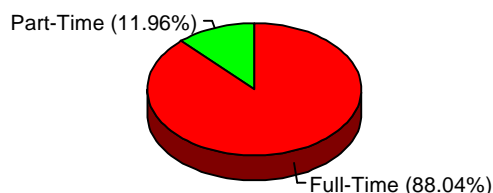
**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for

this occupation include: 219.362-010, Administrative Clerk; 245.367-010, Animal-Hospital Clerk; 249.367-010, Animal-Shelter Clerk; 245.367-014, Blood-Donor-Unit Assistant; 245.367-018, Calendar-Control Clerk, Blood Bank; 249.367-014, Career-Guidance Technician; 209.562-010, Clerk, General; 209.362-030, Congressional-District Aide; 219.362-026, Contract Clerk, Automobile; 243.362-014, Police Aide; 375.362-010, Police Clerk; 245.362-014, Unit Clerk.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #295**

### Employment Status

General Office Clerks



## HOUSEKEEPING SUPERVISORS

### DEFINITION

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals. (OES 610080)

Alternate titles reported by employers for this occupation include Inspector, *Maid Manager*, *Head Housekeeper*, *Housekeeping Director*, *Housekeeping Manager*, *Executive Housekeeper*, and *Environmental Services Supervisor*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

#### Experience and Qualifications:

Most employers usually require 6 to 28 months of prior related work experience; although most will sometimes accept vocational training in lieu of experience.

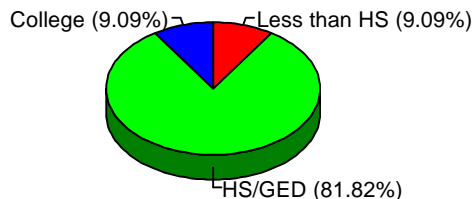
Few firms require computer skills. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to plan and organize the work of others; Supervisory skills; Record keeping skills; Understanding of inventory techniques; Ability to follow purchasing procedures; Ability to hire and assign personnel.

**Personal or Other** - Ability to pay attention to detail; Ability to work independently; Customer service skills; Understanding of a variety of cultures; Willingness to work with close supervision.

### Education of Recent Hires

Housekeeping Supervisors



**Basic** - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Rated as **VERY IMPORTANT**: Ability to write effectively; Possession of a reliable automobile.

**Training**: Related training is offered at Monterey Peninsula College and Mission Trails Regional Occupational Program.

**SIZE OF OCCUPATION: Large (330-370)**

**EMPLOYMENT TRENDS: Slower than average growth (12.1%)**

Most employers report that occupational employment remained stable during the last year and some report growth. Almost all firms predict that employment will remain stable over the next three years and some predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding experienced and qualified applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## HOUSEKEEPING SUPERVISORS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

NOTE: Tips are not included.

<u>Nonunion</u>	New Hires, No Experience:	\$7.50 to \$17.25/hr	Median: \$8.56/hr
	New Hires, Experienced:	\$8.00 to \$17.25/hr	Median: \$10.76/hr
	Experienced, 3 Yrs w/Firm:	\$8.00 to \$17.50/hr	Median: \$12.83/hr
<u>Union</u>	New Hires, No Experience:	\$7.25 to \$10.93/hr	Median: \$7.90/hr
	New Hires, Experienced:	\$7.90 to \$10.93/hr	Median: \$9.68/hr
	Experienced, 3 Yrs w/Firm:	\$7.90 to \$10.93/hr	Median: \$9.68/hr

Almost all employers provide medical insurance, dental insurance, paid vacations, life insurance, paid sick leave to full-time workers. Most provide retirement plans. Many provide vision insurance. Some provide child care. Some firms provide paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, retirement plans to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: hotels and motels, general hospitals, convalescent homes.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 23 hours/week.

**Vacancies:** Most vacancies result from new positions and some through promotions or employees leaving. Most firms promote the manager or director level, but some do not promote.

**Recruitment:** Most employers recruit through in-house promotion or transfer, newspaper advertisements, current employees' referrals. Some recruit through unsolicited walk-ins, public school or program referrals, private school referrals.

**Unionization:** Most employees are nonunion and some are union (20%).

**Gender:** Almost all workers are women, but some are men.

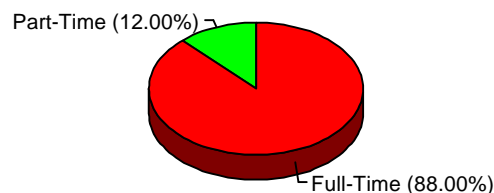
### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 321.137-010, Housekeeping Supervisor.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #551**

### Employment Status

Housekeeping Supervisors



## HUMAN RESOURCE TECHNICIANS

### DEFINITION

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating, and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors, and work units to ascertain problems that adversely effect employee morale and productivity and to determine effective remediation techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors and workers in a variety of related skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and group interaction skills; schedule individuals for technical job-related skills training. They may assist in screening applicants for employment and in-house training programs, participate in labor relations issues, and write employee newsletter.

### (OES Code Pending)

Alternate titles reported by employers for this occupation include: Personnel Technician, Human Resources Assistant, HR Employment Specialist, HR Generalist/Employee Relations Specialist.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires possess a Bachelor degree. Some attended college but have no degree.

#### Experience and Qualifications:

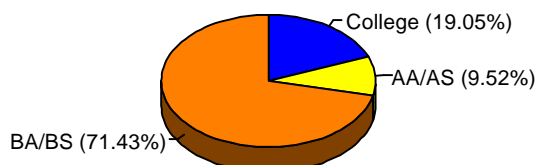
Most employers require 12 to 24 months of related work experience, but most are sometimes willing to accept vocational training in lieu of experience.

Almost all firms seek workers with computer word processing and spreadsheet skills and most seek workers with database skills. Some prefer workers with desktop publishing skills. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to set work priorities;

### Education of Recent Hires

Human Resource Technicians



Organizational skills; Record keeping skills; Ability to write effectively; Ability to interview others for information; Ability to motivate others; Report writing skills; Ability to follow grievance procedures; Negotiation skills.

**Personal or Other** - Ability to pay close attention to detail; Ability to work independently; Understanding of a variety of cultures. **Basic** - Ability to read and comprehend information; Oral communication skills; Ability to write legibly; Basic math skills.

Rated as **VERY IMPORTANT**:

Willingness to work with close supervision.

**Training:** Training is offered at Hartnell College, Chapman University, and University of California Santa Cruz Extension.

**SIZE OF OCCUPATION:** Data are not available.

**EMPLOYMENT TRENDS:** Data are not available.

Most employers report that occupational employment remained stable during the last year and some experienced growth. Most predict that employment will remain stable over the next three years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Firms report some difficulty in finding experienced applicants who meet their requirements, and little difficulty in finding inexperienced applicants.



## HUMAN RESOURCE TECHNICIANS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

New Hires, No Experience: \$7.25 to \$18.75/hr Median: \$11.03/hr

New Hires, Experienced: \$8.25 to \$26.50/hr Median: \$14.38/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$29.25/hr Median: \$14.92/hr

Almost all employers provide medical insurance, dental insurance, life insurance, vision insurance, paid vacation, and paid sick leave to full-time workers. Most provide retirement plans. Some provide these benefits to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: local government, public community colleges and school districts, resort hotels, agricultural grower-shippers, financial institutions, insurance companies.

### OTHER INFORMATION

**Hours:** Most workers average 42 hours/week.

**Vacancies:** Most of the workers in this occupation were hired in the past 12 months at the time of reporting. Most of the hires were the result of turnover from employees leaving, but some were due to promotions or the creation of new positions. Most promote to the senior, manager, or director level, but many do not.

**Recruitment:** Almost all recruit through newspaper advertisements; many recruit through current employees' referrals and in-house promotion or transfer. Some recruit through private employment agencies, the Employment Development Department, unsolicited walk-ins, public school or program referrals, and/or private school referrals.

**Unionization:** This occupation is not unionized.

**Gender:** Almost all workers are women, but some are men.

### RELATED D.O.T. OCCUPATIONAL TITLES

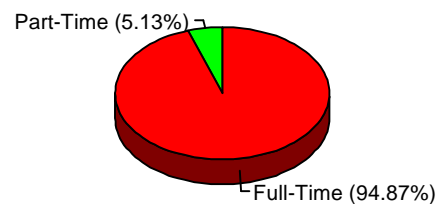
Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 166.267-046, Human Resource Advisor; 209.362-026, Personnel Clerk; 168.367-022, Personnel Quality Assurance Auditor; 166.267-038, Personnel Recruiter; 215.367-014, Personnel Scheduler; 209.132-010, Supervisor, Personnel Clerks.

### For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #135

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#### Employment Status

Human Resource Technicians





## INSTRUCTORS - NONVOCATIONAL EDUCATION

### DEFINITION

Nonvocational Education Teachers teach or instruct out-of-school youths and adults in courses other than those that normally lead to an occupational objective and are less than the baccalaureate level. Subjects may include self-improvement or nonvocational courses, such as Americanization, basic education, art drama, music, bridge, homemaking, stock market analysis, languages, modeling, flying, dancing, and automobile driving. They teach in public or private schools or in an organization whose primary business is other than education.

### (OES 313170)

Alternate titles reported by employers for this occupation include *Lifeguard, Education Coordinator, Driving Instructor, Adult Development Instructor, Aerobics Instructor, Dance Instructor, Community Health Educator, Seminar Leader, and Adult School Teacher.*

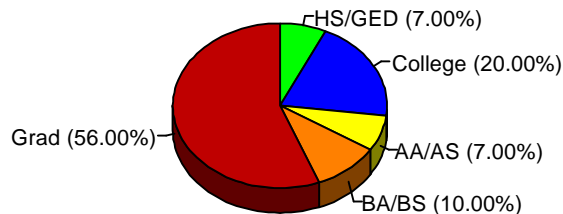
### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have done graduate study; some have college credits but no degree; some possess a Bachelor degree; few possess an Associate degree or are high school graduates or equivalent.

The California Department of Motor Vehicles (DMV), Occupational Licensing, issues Driving Instructor and Traffic and Safety Instructor licenses upon completion/documentation of the following requirements: (1) Pass the written and road performance examination (fee); (2) Obtain fingerprint clearance (fee); (3) Possess a valid California driver's license; (4) Have no major traffic offenses; (5) Provide proof of high school graduation. Driving Instructors must also pass a road performance test, be employed by a licensed driving school, complete a combination of 60 hours of classroom and vehicle driving training, be at least 18 years old, and provide a medical report signed by a licensed physician verifying physical ability to instruct driving. Licenses must be renewed every 3 years (fee). Initial licenses and renewals may be obtained through local DMV offices.

### Education of Recent Hires

Instructors - Nonvocational Education



Guide Dogs for the Blind Instructors are licensed by the Board of Guide Dogs for the Blind, 830 K Street, Room 222, Sacramento, CA 95814, for a fee upon completion of a 3-year apprenticeship, following one year of previous experience working with dogs.

Annual renewal is required.

### Experience and Qualifications:

Almost all firms usually require 6 to 36 months of related work experience. Most will sometimes accept vocational training in lieu of experience. Some firms seek applicants with computer word processing skills. Almost all responding employers prefer fluency in English and most also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**:

**Technical** - Ability to motivate others; Organizational skills; Classroom management skills; Ability to write effectively; Ability to plan and organize the work of others. **Physical** - Good physical condition. **Personal or Other** - Understanding of a variety of cultures; Ability to work independently; Ability to exercise patience; Possession of a clean police record. **Basic** - Oral communication skills; Ability to write legibly. Rated as **VERY IMPORTANT**: **Technical** - Ability to operate audio-visual equipment. **Physical** - Good agility and coordination; Good eye-hand coordination; Manual dexterity; Good vision. **Personal or Other** - Ability to understand foreign accents; Possession of a good DMV record; Possession of a valid driver's license.

## INSTRUCTORS - NONVOCATIONAL EDUCATION

(Continued)

**Basic** - Basic math skills.

**Training:** Related training is offered locally at community colleges, private schools, California State University Monterey Bay, and Mission Trails Regional Occupational Program,

**SIZE OF OCCUPATION: Large (340-390)**

**EMPLOYMENT TRENDS: Average**

**growth (14.7%)** Almost all employers report that occupational employment remained stable during the last year, but some report growth. Most predict that employment will remain stable over the next three years and some predict growth.

**EMPLOYMENT TRENDS: Average**

**growth (14.7%)** Almost all employers report that occupational employment remained stable during the last year, but some report growth. Most predict that employment will remain stable over the next three years and some predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experience applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

### WAGES AND FRINGE BENEFITS (Summer, 1996)

NOTE: Many employees are paid a fee proportionate to the enrollment per class or per workshop.

New Hires, No Experience: \$6.00 to \$40.25/hr Median: \$10.00/hr

New Hires, Experienced: \$6.00 to \$46.00/hr Median: \$11.88/hr

Experienced, 3 Yrs w/Firm: \$6.75 to \$53.75/hr Median: \$15.00/hr

Almost all employers provide medical insurance and vision insurance to full-time workers. Most provide dental insurance, life insurance, paid sick leave, paid vacations. Many provide retirement plans. Most firms provide medical insurance and life insurance to part-time workers. Many provide dental insurance and vision insurance. Some provide paid sick leave, paid vacations, retirement plans.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: private schools, non-profit agencies, sports clubs, public school districts.

**OTHER INFORMATION** *Hours:* Most are temporary/on call employees, averaging 39 hours/week. Many part-time workers averaging 7 hours/week. Some full-time positions averaging 21 to 40 hours/week.

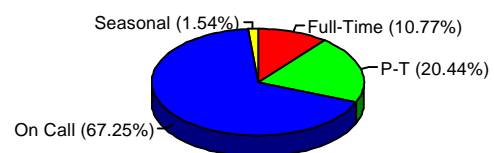
*Vacancies:* Most vacancies result from temporary employment; some from employees leaving full-time positions; few from promotions or creation of new positions. Most firms promote to lead or management levels, but some do not promote. *Recruitment:* Most firms recruit through current employees' referrals and/or in-house promotion or transfer. Many recruit through newspaper advertisements; some through public school or program referrals, private schools referrals, the Employment Development Department, or other. *Unionization:* Unionization is negligible. *Gender:* Most are women; many are men.

### RELATED D.O.T. OCCUPATIONAL

**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 169.127-010, Civil Preparedness Training Officer; 159.227-010, Instructor, Bridge; 151.027-014, Instructor, Dancing; 099.223-010, Instructor, Driving; 097.227-010, Instructor, Flying II; 099.227-026, Instructor, Modeling; 099.227-030, Teacher, Adult Education; 099.224-014, Teacher, Adventure Education; 149.021-010, Teacher, Art; 150.027-014, Teacher, Drama; 152.021-010, Teacher, Music.

### Employment Status

Instructors -Nonvocational Education



## KINDERGARTEN TEACHERS

### DEFINITION

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. This does not include Instructional Aides or Preschool Teachers. **(OES 313022)**

An alternate title reported by employers for this occupation is *Multi-Subject Teacher*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires possess a Bachelor degree; some have done graduate study.

Kindergarten teachers are credentialed by the State of California Commission on Teacher Credentialing, 1812 Ninth Street, Sacramento, CA 95814-7000.

#### Experience and Qualifications:

Most employers usually require 6 to 24 months of prior related work experience. Most are sometimes willing to accept formal training in lieu of experience. Some employers seek workers with computer word processing skills. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish. Employers report that there will a demand for bilingual skills in the future.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

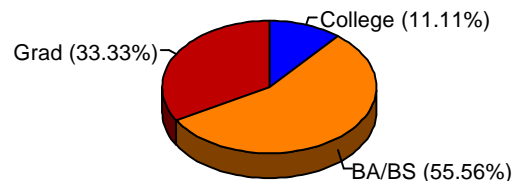
**Technical** - Ability to write effectively; Classroom management skills; Oral reading skills; Problem solving skills; Possession of a state teacher's certificate; Ability to administer emergency first aid; Record keeping skills; Supervisory skills.

**Personal or Other** - Ability to work independently; Ability to exercise patience; Ability to work under pressure; Possession of a clean police record; Understanding of a variety of cultures; Willingness to work with close supervision.

**Basic** - Ability to read and follow instructions; Ability to write legibly; Basic math skills.

### Education of Recent Hires

Kindergarten Teachers



Rated as **VERY IMPORTANT:** Ability to apply principles of recreation; Artistic skills; Musical skills; Ability to operate audio-visual equipment.

**Training:** Most employers require 12 months of formal training for this occupation. Related training is available at California State University Monterey Bay, Chapman University; University of California Santa Cruz Extension.

**SIZE OF OCCUPATION: Medium**  
(200-240)

**EMPLOYMENT TRENDS: Faster than average growth (20.0%)**

Almost all employers report that occupational employment remained stable during the last year and some report growth. Most predict that employment will remain stable over the next three years; however, many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report little difficulty in finding experienced and qualified applicants, and little difficulty also in finding inexperienced applicants who meet their requirements.

## KINDERGARTEN TEACHERS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Union</u>	New Hires, Inexperienced:	\$12.12 to \$15.67/hr	Median: \$13.43/hr
	New Hires, Experienced:	\$12.60 to \$18.32/hr	Median: \$15.19/hr
	Experienced, 3 Yrs w/Firm:	\$13.70 to \$24.52/hr	Median: \$16.29/hr
<u>Nonunion</u>	New Hires, Inexperienced:	\$7.50 to \$15.00/hr	Median: \$10.31/hr
	New Hires, Experienced:	\$7.50 to \$19.25/hr	Median: \$10.31/hr
	Experienced, 3 Yrs w/Firm:	\$7.50 to \$26.50/hr	Median: \$11.75/hr

Almost all employers provide medical insurance, dental insurance, paid sick leave, vision insurance to full-time workers. Most provide retirement plans. Many provide life insurance and/or paid vacations. Some provide child care. Some provide medical insurance, dental insurance, vision insurance, life insurance, retirement plans to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include public school districts and private schools.

### OTHER INFORMATION

**Hours:** Almost all work 35 to 40 hours/week.

**Vacancies:** Most vacancies result from employees leaving and some result from creation of new positions. Most employers promote into administrative positions and many do not promote.

**Recruitment:** Almost all employers recruit through newspaper advertisements, and most recruit through in-house promotion or transfer. Many recruit through public school or program referrals, private school referrals, and/or current employees' referrals. Some recruit through other methods.

**Unionization:** Almost all workers are union members, but some are not.

**Gender:** Almost all workers are women; few are men.

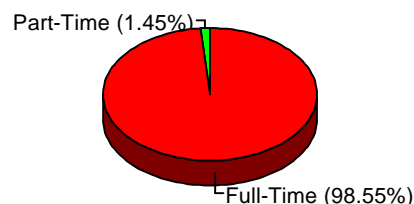
### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLE (D.O.T.) code for this occupation is: 092.227-014, Kindergarten Teacher.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #10**

### Employment Status

Kindergarten Teachers



## MACHINISTS

### DEFINITION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations. (OES 891080)

Alternate titles reported by employers for this occupation include *Machine Operator* and *Production Technician*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; some have attended college but have no degree.

#### Experience and Qualifications:

Most employers require 12 to 36 months of prior related work experience, but almost all are sometimes willing to accept vocational training in lieu of experience. Some employers require computer skills in CAD/CAM or word processing. Almost all responding employers prefer fluency in English and some also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to use hand tools; Ability to use precision tools; Shop math skills.

**Physical** - Manual dexterity; Ability to perform precision work; Ability to stand continuously for 2 or more hours; Ability to lift at least 50 lbs. repeatedly.

**Personal or Other** - Ability to work independently.

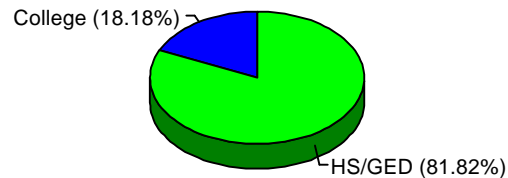
**Basic** - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT**:

**Technical** - Ability to operate numerically

### Education of Recent Hires

Machinists



controlled (NC) machines; Ability to read blueprints; Ability to write effectively; Ability to operate computer numerically controlled machines.

**Personal or Other** - Willingness to work with close supervision; Ability to provide own hand tools.

**Training:** Some firms require 24 to 36 months of training leading to certification. Local community colleges and Mission Trails Regional Occupational Program offer related training.

**SIZE OF OCCUPATION: Medium (190-230)**

**EMPLOYMENT TRENDS: Faster than average growth (21.1%)**

Most employers report that occupational employment remained stable during the last year and some report growth. Most employers predict that employment will remain stable over the next three years, and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and little difficulty in finding inexperienced applicants who meet their requirements.

## MACHINISTS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

New Hires, Inexperienced: \$6.50 to \$10.00/hr Median: \$7.50/hr

New Hires, Experienced: \$7.00 to \$12.50/hr Median: \$9.00/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$18.00/hr Median: \$12.00/hr

Almost all employers provide medical insurance, dental insurance, paid vacations, life insurance to full-time workers. Many provide vision insurance. Some provide paid sick leave and/or retirement plans.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: machine shops, welding shops, manufacturing concerns.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week.

**Vacancies:** Most vacancies result from employees leaving and some from creation of new positions.

Almost all firms do not promote from this occupation.

**Recruitment:** Most firms recruit through current employees' referrals. Many recruit through the Employment Development Department and/or hire unsolicited walk-ins. Some recruit through newspapers advertisements, public school or program referrals, private school referrals, in-house promotion or transfer.

**Unionization:** This occupation is not unionized in Monterey County.

**Gender:** Almost all workers are men.

### RELATED D.O.T. OCCUPATIONAL TITLES

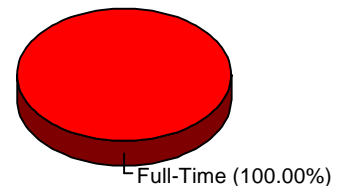
Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 600.380-010, Fixture Maker; 600.280-022, Machinist; 600.280-026, Machinist Apprentice; 600.280-030, Machinist Apprentice, Automotive; 600.260-022, Machinist, Experimental; 714.281-018, Machinist, Motion-Picture Equipment; 600.280-042, Maintenance Machinist.

### For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #9

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#### Employment Status

Machinists





## PATIENT INSURANCE CLERKS

### DEFINITION

Patient Insurance Clerks compute charges, record data and produce statements. They answer patients' questions regarding statements and insurance coverage. They prepare forms outlining medical charges for governmental, welfare, and other agencies paying bills of specified patients. **(OES Code pending)**

Alternate titles reported by employers for this occupation include *Insurance Biller*, *Patient Insurance Representative*, *Insurance Billing Clerk*, and *Billing Clerk/Collector*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

#### Experience and Qualifications:

Almost all employers usually require 6 to 24 months of prior related work experience, but almost all are sometimes willing to accept vocational training in lieu of experience. Most firms require computer word processing skills and many require database skills. Some require knowledge of spreadsheet or other computer applications. Almost all responding employers prefer fluency in English and most also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

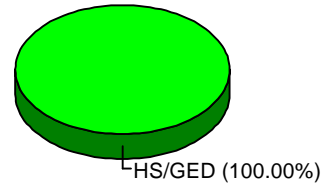
**Technical** - Alphabetic and numeric filing skills; Record keeping skills; Knowledge of billing procedures; Ability to use a computer terminal; Possess understanding of health insurance; Knowledge of medical insurance forms; Ability to write effectively; Ability to use a calculator; Knowledge of medical terminology; Knowledge of Medi-Cal rules and regulations; Knowledge of Medicare rules and regulations; Ability to operate billing machines.

**Personal or Other** - Ability to work independently; Public contact skills; Willingness to work with close supervision.

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### Education of Recent Hires

Patient Insurance Clerks




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**Basic** - Oral communication skills; Ability to read and follow instructions; Basic math skills; Ability to write legibly.

Rated as **VERY IMPORTANT**:

Knowledge of medical record coding.

**Training:** Training is available through Pajaro Valley Adult Education, Cabrillo College, Center for Employment Training, Central Coast College, and Heald Business College.

**SIZE OF OCCUPATION:** Data are not available.

**EMPLOYMENT TRENDS:** Data are not available.

Most employers report that occupational employment remained stable during the last year, but some report decline. Most firms predict that employment will remain stable over the next three years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty also in finding inexperienced applicants who meet their requirements.

## PATIENT INSURANCE CLERKS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$7.00 to \$12.25/hr	Median: \$8.30/hr
	New Hires, Experienced:	\$8.00 to \$12.75/hr	Median: \$9.00/hr
	Experienced, 3 Yrs w/Firm:	\$8.75 to \$17.75/hr	Median: \$13.00/hr
<u>Union</u>	New Hires, No Experience:	\$9.00 to \$9.28/hr	Median: \$9.14/hr
	New Hires, Experienced:	\$10.20 to \$10.50/hr	Median: \$10.35/hr
	Experienced, 3 Yrs w/Firm:	\$11.98 to \$13.00/hr	Median: \$12.49/hr

Almost all employers provide paid vacations, paid sick leave, medical insurance, retirement plans to full-time workers. Most provide life insurance, dental insurance. Many provide vision insurance. Many provide paid vacations and paid sick leave to part-time workers. Some provide medical insurance, dental insurance, retirement plans.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, offices of physicians, convalescent hospitals, home health care providers.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Few part-time opportunities averaging 26 hours/week.

**Vacancies:** Almost all vacancies result from employees leaving, but some from promotions. Most employers do not promote, but many do promote to other positions.

**Recruitment:** Almost all firms recruit through newspaper advertisements. Most recruit through current employees' referrals and/or in-house promotion or transfer. Some recruit through private employment agencies and the Employment Development Department.

**Unionization:** Most workers are nonunion, but many are union members.

**Gender:** Almost all workers are women.

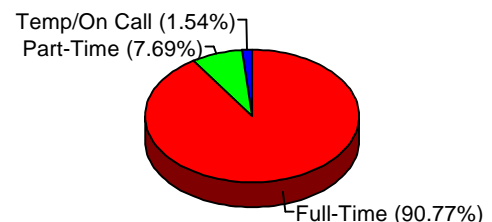
### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 214.362-022, Insurance Clerk (Medical Service).

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #409**

### Employment Status

Patient Insurance Clerks





## PHLEBOTOMISTS

### DEFINITION

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tests.

(OES Code pending)

Alternate titles reported by employers for this occupation include *Laboratory Assistant* and *Laboratory Technician Assistant II*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have some college but no degree. Many are high school graduates or equivalent.

At the present time no formal State certification is required for this occupation. However, a Phlebotomist must possess a letter documenting a minimum of 10 hours of training under a licensed physician or surgeon, demonstrating at least three successful venal punctures and three successful skin punctures.

#### Experience and Qualifications:

Almost all employers usually require 12 to 24 months of prior related work experience. Many are willing sometimes to accept vocational training in lieu of experience. Many employers seek workers with computer skills, and most indicate that a need for these skills will exist in the future. Almost all responding employers prefer fluency in English.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

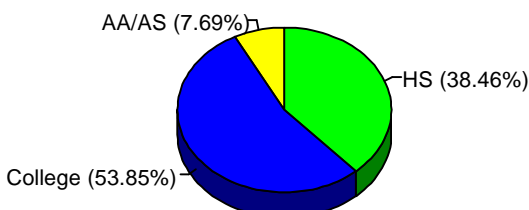
**Technical** - Ability to follow laboratory procedures; Blood drawing skills; Infection control skills; Ability to apply sterilization techniques; Telephone answering skills; Data entry skills.

**Personal or Other** - Ability to work independently; Willingness to work with

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### Education of Recent Hires

Phlebotomists



close supervision.

**Basic** - Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Rated as **VERY IMPORTANT:**

**Technical** - Knowledge of medical terminology; Ability to follow billing procedures; Ability to take vital signs.

**Basic** - Basic math skills.

**Training:** Most employers require 2 to 6 months of training leading to a certificate in Phlebotomy. Related training is available at local community colleges and Regional Occupational Programs.

**SIZE OF OCCUPATION:** Data are not available.

**EMPLOYMENT TRENDS:** Data are not available.

Most employers report that occupational employment remained stable during the last year, and some report growth. Most predict that employment will remain stable over the next three years and some predict growth.

#### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## PHLEBOTOMISTS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$7.25 to \$14.50/hr	Median:	\$9.96/hr
	New Hires, Experienced:	\$7.75 to \$15.25/hr	Median:	\$9.96/hr
	Experienced, 3 Yrs w/Firm:	\$8.25 to \$16.25/hr	Median:	\$11.75/hr
<u>Union</u>	New Hires, No Experience:	\$10.82 to \$10.82/hr	Median:	\$10.82/hr
	New Hires, Experienced:	\$10.82 to \$10.82/hr	Median:	\$10.82/hr
	Experienced, 3 Yrs w/Firm:	\$12.71 to \$12.71/hr	Median:	\$12.71/hr

Almost all employers provide medical insurance, dental insurance, paid sick leave, paid vacations, retirement plans, life insurance to full-time workers. Most provide vision insurance. Some provide medical insurance, dental insurance, vision insurance, paid sick leave, paid vacations, retirement plans to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, medical laboratories.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 23 hours/week, and some temporary/on call opportunities averaging 39 hours/week.

**Vacancies:** Most vacancies result from employees leaving; some result from new permanent positions and some from temporary positions. Most firms promote to lead or supervisor positions, but many do not promote.

**Recruitment:** Almost all employers recruit through newspaper advertisements; some recruit through current employees' referrals and/or hire unsolicited walk-ins.

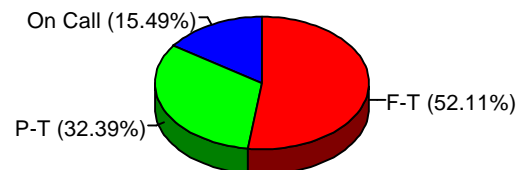
**Unionization:** Almost all workers are nonunion, but some are union members.

**Gender:** Most workers are women, but some are men.

### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 079.364.022, Phlebotomist.

### Employment Status Phlebotomists



## PRESCHOOL TEACHERS

### DEFINITION

Preschool teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. This does not include Instructional Aides or workers whose primary function is child care.

### (OES 313021)

An alternate title reported for this occupation is *Teacher*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have some college, but no degree. Some have an HS diploma or Bachelor degree, and a few have an Associate degree. Preschool teachers in the public school system must obtain a permit from the State of California Commission on Teacher Credentialing, 1812 Ninth Street, Sacramento, CA 95814-7000. Two Children's Center Instructional Permits (fee) are available. The Regular Permit is issued upon successful completion of the following: (1) 24 semester units of course work in Early Childhood Education (ECE); (2) 16 semester units of course work in general education toward a BA degree in specified area; (3) Two years of children's center experience. The Emergency Permit is issued for completion of: (1) 12 units ECE in three specified areas; (2) One year of children's center experience; (3) Statement of need from the employing school district. Permit renewal is required every five years.

#### Experience and Qualifications:

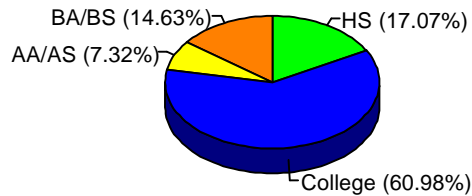
Almost all employers usually require 6 to 12 months of prior related work experience, but are sometimes willing to accept vocational training in lieu of experience. Some employers require computer word processing skills. Almost all responding employers prefer fluency in English. Most also prefer fluency in Spanish, and some also in Vietnamese.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

**Technical** - Classroom management skills;

### Education of Recent Hires

Preschool Teachers



Oral reading skills; Problem solving skills; Ability to administer first aid; Ability to write effectively; Ability to apply principles of recreation; Record keeping skills; Musical skills; Supervisory skills; Artistic skills.

**Personal or Other** - Ability to exercise patience; Ability to work independently; Possession of a clean police record; Ability to work under pressure; Understanding of a variety of cultures; Willingness to work with close supervision. **Basic** - Ability to write legibly; Ability to read and follow instructions; Basic math skills. **Training:** Most employers require 6 to 24 months of formal training in early childhood education. Training is available through local community colleges and University of California Santa Cruz Extension.

**SIZE OF OCCUPATION: Medium (200-240)** **EMPLOYMENT TRENDS: Faster than average growth (20.0%)**

Most employers report that occupational employment remained stable during the last year; although many report growth. Most firms predict employment to remain stable over the next three years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants and some difficulty also in finding inexperienced applicants who meet their requirements.

## PRESCHOOL TEACHERS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$4.75 to \$10.25/hr	Median:	\$7.34/hr
	New Hires, Experienced:	\$6.00 to \$12.00/hr	Median:	\$8.00/hr
	Experienced, 3 Yrs w/Firm:	\$6.50 to \$15.00/hr	Median:	\$10.00/hr
<u>Union</u>	New Hires, No Experience:	\$6.18 to \$19.61/hr	Median:	\$6.90/hr
	New Hires, Experienced:	\$6.67 to \$20.81/hr	Median:	\$10.36/hr
	Experienced, 3 Yrs w/Firm:	\$6.80 to \$22.00/hr	Median:	\$10.93/hr

Almost all employers provide paid sick leave, paid vacations, medical insurance to full-time workers. Most provide life insurance, dental insurance. Many provide vision insurance, retirement plans. Some provide child care. Some employers provide paid sick leave, paid vacations, life insurance, medical insurance, retirement plans, and/or child care to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: public schools, Head Start, private schools, private preschools, private day care centers.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 22 hours/week. Few temporary/on call opportunities averaging 16 hours/week.

**Vacancies:** Many vacancies result from new positions. Some result from employees' leaving or promotions.

**Recruitment:** Almost all employers recruit through newspaper advertisements. Most recruit through current employees' referrals and many through in-house promotion or transfer. Some recruit through unsolicited walk-ins, public school or program referrals, private school referrals, the Employment Development Department, and/or other methods.

**Unionization:** Most workers are nonunion, but some are union members.

**Gender:** Almost all workers are women; few are men.

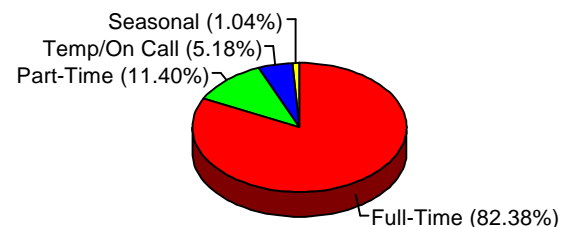
### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 092.227-018, Preschool Teacher.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #275**

### Employment Status

Preschool Teachers



## SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

### DEFINITION

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. This does not include workers who work primarily as Cashiers.

**(OES 490112)**

Alternate titles reported by employers for this occupation include *Clerk, Sales Consultant, Sales Associate, Front Desk Sales, Customer Service Representative, Sales Clerk, Case Person, Art Consultant, and Customer Service Associate*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent. Some have college credits but no degree.

#### Experience and Qualifications:

Many employers usually require 6 to 24 months of prior related work experience; although most are sometimes willing to substitute vocational training for experience. Most firms do not require computer skills. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish.

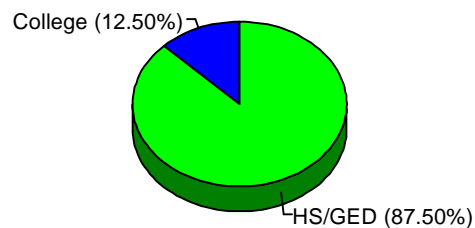
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to make change; Ability to operate a cash register; Ability to write effectively.

**Personal or Other** - Customer service skills; Good grooming skills; Ability to work independently; Willingness to work with close supervision.

**Basic** - Ability to read and follow instructions;

### Education of Recent Hires

Retail Salespersons



Ability to write legibly; Basic math skills; Oral communication skills.

Rated as **VERY IMPORTANT**: Ability to apply sales techniques; Ability to stand continuously for 2 or more hours; Understanding of inventory techniques.

**Training:** Training is available at Shoreline Occupational Services and Mission Trails Regional Occupational Program.

**SIZE OF OCCUPATION:** Very large (4,770-5,660)

**EMPLOYMENT TRENDS:** Faster than average growth (18.7%)

Most employers report that occupational employment grew during the last year and many report that it remained stable. Many firms predict that employment will remain stable over the next three years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES) (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

#### Combined Wages and Commissions

New Hires, No Experience:	\$4.75 to \$8.75/hr	Median: \$5.25/hr
New Hires, Experienced:	\$6.00 to \$26.25/hr	Median: \$7.13/hr
Experienced, 3 Yrs w/Firm:	\$7.50 to \$31.25/hr	Median: \$10.00/hr

Almost all employers provide paid vacations, medical insurance, paid sick leave to full-time workers. Most provide dental insurance, life insurance. Many provide retirement plans. Some provide vision insurance.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include retail establishments.

### OTHER INFORMATION

**Hours:** Many work 40 hours/week. Some seasonal opportunities averaging 35 hours/week and part-time positions averaging 24 hours/week.

**Vacancies:** Most vacancies are in temporary positions. Some occur through employees leaving or the creation of new positions. Few result from promotions. Most firms promote to supervisor, assistant manager, or manager. Some firms do not promote.

**Recruitment:** Almost all firms recruit through current employees' referrals. Most recruit through newspaper advertisements, in-house promotion or transfer. Many recruit through unsolicited walk-ins, public school or program referrals. Some recruit through the Employment Development Department and/or private school referrals.

**Unionization:** This occupation is not unionized.

**Gender:** Most workers are women, but many are men.

### RELATED D.O.T. OCCUPATIONAL

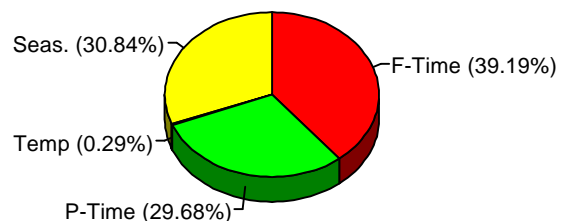
**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 276.354-010, Hearing Aid Specialist; 299.467-010, Layaway Clerk;

290.677-010, Sales Attendant; 290.477-014, Sales Clerk; 290.477-018, Sales Clerk, Food; 277.457-010, Salesperson, Art Objects; 279.357-050, Salesperson, General Hardware; 279.357-054, Salesperson, General Merchandise; 270.357-034, Salesperson, Household Appliances; 279.357-058, Salesperson, Jewelry; 261.357-050, Salesperson, Men's and Boys' Clothing; 261.357-054, Salesperson, Men's Furnishings; 277.357-038, Salesperson, Musical Instruments and Accessories; 261.357-062, Salesperson, Shoes; 277.357-058, Salesperson, Sporting Goods; 270.357-038, Salesperson, Stereo Equipment; 261.357-066, Salesperson, Women's Apparel and Accessories; 261.357-070, Salesperson, Yard Goods.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #536**

### Employment Status

Salespersons - Retail





## SECRETARIES - LEGAL

### DEFINITION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials. (OES 551020)

Alternate titles reported by employers for this occupation include *Legal Assistant* and *Law Clerk*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires have some college but no degree. Some possess the Associate degree and some are high school graduates or equivalent.

#### Experience and Qualifications:

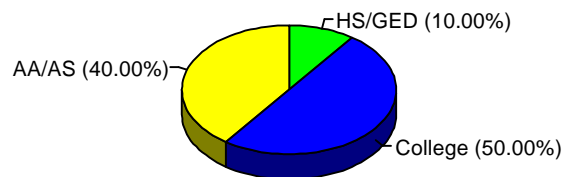
Most firms require 6 to 36 months of prior related work experience. However, most are sometimes willing to accept vocational training in lieu of experience. Most employers require computer word processing skills and some seek workers with database and/or skills. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to use word processing software; Ability to follow law office methods and procedures; Proofreading skills; Telephone answering skills; Ability to write effectively; Alphabetic and numeric filing skills; Ability to maintain an appointment calendar; Knowledge of legal terminology.

**Personal or Other** - Ability to work independently.

### Education of Recent Hires

Secretaries, Legal



#### Basic - Ability to read and follow

instructions; Ability to write legibly; Oral communications skills; Basic math skills. Rated as **VERY IMPORTANT**: **Technical** - Record keeping skills; Ability to type at least 60 wpm; Understanding of court proceedings; Ability to operate a transcribing machine; Ability to follow billing procedures. **Personal or Other** - Willingness to work with close supervision.

**Training**: Some employers require 6 to 24 months of formal training. Related training is available at local community colleges and Mission Trails Regional Occupational Program.

**SIZE OF OCCUPATION: Medium (230-290)**

**EMPLOYMENT TRENDS: Much faster than average growth (26.1%)**

Most firms report that occupational employment remained stable during the past year; although some report growth and some decline. Most employers predict that employment will remain stable over the next three years and some predict growth.

#### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## SECRETARIES - LEGAL (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

New Hires, No Experience: \$7.00 to \$11.50/hr Median: \$8.50/hr

New Hires, Experienced: \$7.25 to \$15.25/hr Median: \$12.00/hr

Experienced, 3 Yrs w/Firm: \$7.25 to \$18.00/hr Median: \$14.00/hr

Almost all employers provide paid vacations, paid sick leave, medical insurance to full-time workers. Most provide retirement plans, dental insurance, life insurance. Some provide vision insurance. Some firms provide paid vacations, paid sick leave, medical insurance, retirement plans, dental insurance, vision insurance to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include offices of attorneys.

### OTHER INFORMATION

**Hours:** Almost all workers are full-time averaging 39 hours/week. Some part-time opportunities averaging 24 hours/week.

**Vacancies:** Most vacancies result from employees leaving, but some result from creation of new positions. Most firms do not promote, but many do promote to the paralegal level.

**Recruitment:** Almost all firms recruit through newspaper advertisements. Many recruit through private employment agencies, current employees' referrals. Some recruit through the Employment Development Department, in-house promotion or transfer, public school or program referrals, private school referrals.

**Unionization:** Unionization is negligible.

**Gender:** Almost all employees are women.

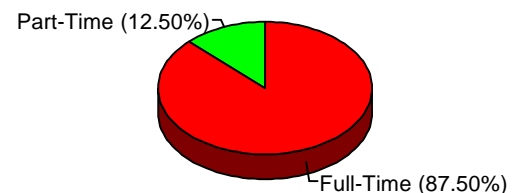
### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 201.362-010, Legal Secretary.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #172**

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### Employment Status Secretaries, Legal





## SECRETARIES - MEDICAL

### DEFINITION

Medical secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments. **(OES 551050)**

Alternate titles reported by employers for this occupation include *Insurance Secretary*, *Records Clerk*, *Medical Biller*, *Administrative Assistant*, *Practice Administrator*, *Chiropractic Assistant*, and *Front Office - Medical*.

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires have some college but no degree and many are high school graduates or equivalent.

#### Experience and Qualifications:

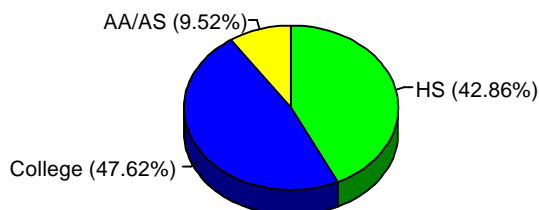
Almost all employers usually require 6 to 24 months of prior related work experience. Most are sometimes willing to accept vocational training in lieu of experience. Most employers require computer word processing skills and many require database skills and/or knowledge of specialized software. Almost all responding employers prefer fluency in English and most also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to maintain an appointment calendar; Telephone answering skills; Ability to write effectively; Ability to complete and explain insurance forms; Ability to follow billing procedures; Knowledge of medical terminology.

**Personal or Other** - Ability to work independently; Willingness to work with close

### Education of Recent Hires

Secretaries, Medical



supervision.

**Basic** - Ability to read and follow instructions;

Ability to write legibly; Basic math skills; Oral communication skills.

Rated as **VERY IMPORTANT**:

Proofreading Skills.

**Training:** Training is available locally at community colleges, public adult schools, private training schools, and Regional Occupational Programs.

**SIZE OF OCCUPATION:** Medium (180-200)

**EMPLOYMENT TRENDS:** Slower than average growth (11.1%)

Almost all employers report that occupational employment remained stable during the last year and some report growth. Most employers predict that employment will remain stable over the next three years and some predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants

who meet their requirements.

## SECRETARIES - MEDICAL (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

New Hires, No Experience: \$4.75 to \$10.00/hr Median: \$7.50/hr

New Hires, Experienced: \$6.25 to \$14.50/hr Median: \$9.00/hr

Experienced, 3 Yrs w/Firm: \$6.25 to \$16.00/hr Median: \$11.00/hr

Almost all employers provide paid vacations, paid sick leave, medical insurance to full-time workers. Most provide retirement plans. Many provide life insurance, dental insurance. Some provide vision insurance. Some provide paid vacations, paid sick leave, retirement plans to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: offices of physicians, chiropractic offices, dental offices.

### OTHER INFORMATION

**Hours:** Most work 40 hours/week. Some part-time opportunities averaging 22 hours/week.

**Vacancies:** Most vacancies result from employees leaving and some from promotions. Most employers do not promote, but many do promote to the supervisor, coordinator, or manager level.

**Recruitment:** Almost all employers recruit through newspaper advertisements. Most recruit through current employees' referrals. Some recruit through in-house promotion or transfer, public school or programs referrals, or other.

**Unionization:** This occupation is not unionized.

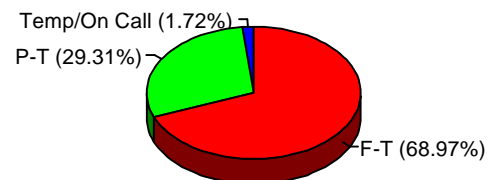
**Gender:** Almost all workers are women.

### RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 201.362-014, Medical Secretary.

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### Employment Status Secretaries, Medical




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**For Additional Information: CALIFORNIA  
OCCUPATIONAL GUIDE #177**

## TEACHERS - SPECIAL EDUCATION

organize training programs.

### DEFINITION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. This includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded. (OES 313110)

Alternate titles reported by employers for this occupation include: *Special Day Class Teacher, Resource Specialist, Learning Handicapped Teacher, Teacher of the Hearing Impaired, RSP-SDC-Combined Special Education Teacher.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have done graduate study, but some have not studied beyond a Bachelor degree.

Special Education Teachers are credentialed by the State of California Commission on Teacher Credentialing, 1812 Ninth Street, Sacramento, CA 95814-7000.

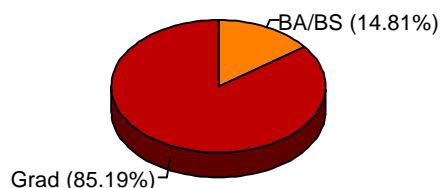
#### Experience and Qualifications:

Most employers usually require 12 to 46 months of prior related work experience. Most will sometimes accept formal training in lieu of experience. Some employers require computer word processing skills. Almost all responding employers prefer fluency in English and most also prefer fluency in Spanish. Signing Exact English (SEE) is used locally by teachers of the hearing impaired, in addition to American Sign Language (ASL).

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**: **Technical** - Classroom management skills; Ability to write effectively; Ability to plan and

### Education of Recent Hires

Teachers - Special Education



**Personal or Other** - Ability to exercise patience; Ability to maintain Classroom discipline; Ability to handle crisis situations; Ability to work independently; Willingness to travel; Imagination and Creativity.

**Basic** - Ability to write legibly; Oral communication skills; Basic math skills.

Rated as **VERY IMPORTANT**: Ability to use computers as a teaching tool; Ability to teach physical education.

**Training:** Most employers require 12 months of training required for a teaching credential beyond the Bachelor level. Training is available locally at California State University Monterey Bay, Chapman University; and University of California Santa Cruz Extension.

**SIZE OF OCCUPATION: Large (390-520)**

**EMPLOYMENT TRENDS: Much faster than average growth (33.3%)** Most employers report that occupational employment remained stable during the last year, and many report growth. Most employers predict that employment will remain stable over the next three years and many predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## TEACHERS - SPECIAL EDUCATION (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

New Hires, No Experience: \$12.00 to \$16.50/hr Median: \$13.66/hr

New Hires, Experienced: \$12.00 to \$18.50/hr Median: \$14.53/hr

Experienced, 3 Yrs w/Firm: \$13.75 to \$28.25/hr Median: \$16.85/hr

Almost all employers provide medical insurance, dental insurance, vision insurance, paid sick leave, retirement plans to full-time workers. Most provide life insurance. Some provide paid vacations.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include public school districts and private schools.

### OTHER INFORMATION

**Hours:** Most average 32 to 36 hours/week. Some seasonal opportunities averaging 25 hours/week and some part-time opportunities averaging 28 hours/week.

**Vacancies:** Most vacancies result from employees leaving full-time positions. Many occur in temporary positions and some result from the creation of new positions. Many employers promote to administrative levels and many do not.

**Recruitment:** Almost all employers recruit through newspaper advertisements. Most recruit through in-house promotion or transfer, and many through public school or program referrals and/or current employees' referrals. Some recruit through unsolicited walk-ins, private employment agencies, private school referrals, or other methods.

**Unionization:** Most employees are union members; few are nonunion.

**Gender:** Almost all workers are women, but some are men.

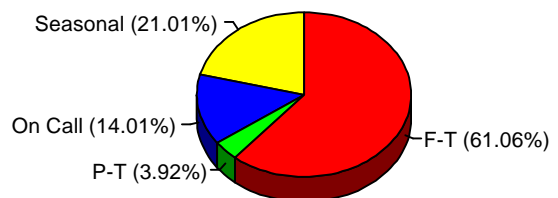
### RELATED D.O.T. OCCUPATIONAL

**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 094.267-010, Evaluator; 094.227-010, Teacher, Emotionally Impaired; 094.224-010, Teacher, Hearing Impaired; 195.227-018, Teacher, Home Therapy; 094.227-030, Teacher, Learning Disabled; 094.227-022, Teacher, Mentally Impaired; 094.224-014, Teacher, Physically Impaired; 099.227-042, Teacher, Resource; 094.224-018, Teacher, Visually Impaired; 094.227-026, Teacher, Vocational Training; 094.107-010, Work-Study Coordinator, Special Education.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #110**

### Employment Status

Teachers - Special Education



## TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

### DEFINITION

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks. **(OES 971020)**

Alternate titles reported by employers for this occupation include: *Route Driver, Teamster, Delivery Driver, Semi-Driver, Field Truck Driver.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent. Some have college, but no degree.

Heavy Truck Drivers are licensed by the Department of Motor Vehicles (DMV), Commercial Issuance, through local DMV offices upon completion of the following requirements: (1) Written examination (fee); (2) Road driving test (fee); (3) Possession of a good driving record; (4) Be at least 18 years old to transport intrastate cargo, or at least 21 to transport interstate cargo; (5) Provide a valid medical report. Renewal is required every four years.

#### Experience and Qualifications:

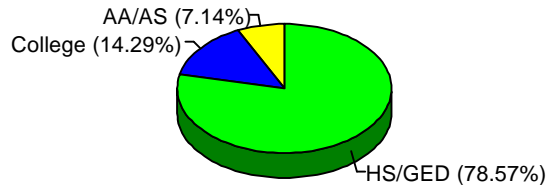
Almost all employers require 12 to 36 months of prior related work experience, but are sometimes willing to accept vocational training in lieu of experience. Computer skills are not required.

Almost all responding employers prefer fluency in English and some also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**: **Technical** - Ability to read invoices; Ability to load and unload freight; Possession of a valid Class A driver's license; Record keeping skills;

### Education of Recent Hires

Truck Drivers - Heavy



Knowledge of local streets; Map reading skills; Possession of a valid Class B driver's license; Ability to drive trucks long distances.

**Physical** - Ability to pass a pre-employment medical examination; Ability to lift at least 75 lbs. repeatedly. **Personal or Other** - Possession of a good DMV driving record; Ability to work independently. **Basic** - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills. Rated as **VERY IMPORTANT**: **Technical** - Ability to meet ICC requirements; Automotive maintenance and minor repair skills; Ability to operate a fork lift. **Personal or Other** - Willingness to work nights, weekends, and holidays. **Training**: Training is available at Pro Driver Training and Truck Driver Institute.

**SIZE OF OCCUPATION: Very large (1,050-1,220)**

**EMPLOYMENT TRENDS: Average growth (16.2%)** Most employers report that occupational employment remained stable during the last year; many report growth. Most firms predict growth over the next three years and many predict stable employment.

#### SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding qualified and experienced applicants, and some difficulty in finding inexperienced applicants who meet their requirements.

## TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

#### Combined Wages and Commission

<u>Nonunion</u>	New Hires, No Experience:	\$6.00 to \$10.00/hr	Median: \$8.00/hr
	New Hires, Experienced:	\$8.50 to \$19.25/hr	Median: \$10.00/hr
	Experienced, 3 Yrs w/Firm:	\$10.00 to \$25.50/hr	Median: \$13.00/hr

<u>Union</u>	New Hires, No Experience:	\$5.99 to \$19.20/hr	Median: \$12.60/hr
	New Hires, Experienced:	\$5.99 to \$19.20/hr	Median: \$12.60/hr
	Experienced, 3 Yrs w/Firm:	\$13.19 to \$19.20/hr	Median: \$16.09/hr

Almost all employers provide medical insurance, life insurance, dental insurance, paid vacations to full-time workers. Most provide retirement plans, paid sick leave. Some provide vision insurance.

#### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: refuse disposal companies, moving and storage firms, trucking firms, agricultural produce firms.

#### OTHER INFORMATION

**Hours:** Almost all workers are full-time, averaging 44 hours/week. Few part-time opportunities averaging 24 hours/week.

**Vacancies:** Most vacancies result from employees leaving; some from creation of new positions or promotions. Most firms do not promote, but many do promote to supervisor, sales, or manager.

**Recruitment:** Most employers recruit through current employees' referrals and/or newspaper advertisements. Some recruit through unsolicited walk-ins, in-house promotion or transfer, the Employment Development Department, or other methods.

**Unionization:** Most are nonunion; some are union members.

**Gender:** Almost all workers are men.

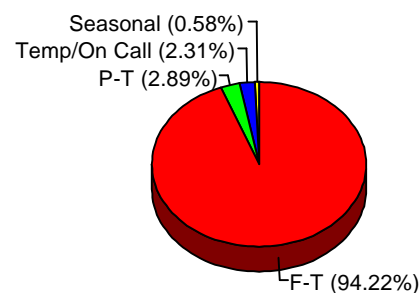
#### RELATED D.O.T. OCCUPATIONAL

**TITLES** Representative DICTONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 900.683-010, Concrete-Mixing-Truck Driver; 919.663-018, Driver-Utility Worker; 902.683-010, Dump-Truck Driver; 903.683-010, Explosives-Truck Driver; 905.663-010, Garbage Collector Driver; 909.663-010, Hostler; 904.683-010, Log-Truck Driver; 905.483-010, Milk Driver; 903.683-014, Powder-Truck Driver; 903.683-018, Tank-Truck Driver; 919.663-026, Tow-Truck Operator; 904.383-010, Tractor-Trailer-Truck Driver; 905.663-014, Truck Driver, Heavy; 905.683-010, Water-Truck Driver.

**For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #255**

#### Employment Status

Truck Drivers - Heavy





## TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

### DEFINITION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This does not include drivers whose duties include sales. **(OES 971050)**

Alternate titles for this occupation include:

*Delivery Person, Auto Parts Delivery, Warehouse Delivery, Delivery Driver, Driver, Packer/Mover, Light Truck Driver, Pick Up/Delivery Employee, Truck Driver, Parts Truck Delivery Driver, Carpet Cleaner Delivery, Forklift Driver/Loader, Driver/Courier.*

### TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

#### Experience and Qualifications:

Most employers usually require 6 to 24 months of prior related work experience. Most will sometimes accept vocational training in lieu of experience. Computer skills are not required. Almost all responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT:**

**Technical** - Ability to read invoices; Map reading skills; Knowledge of local streets; Record keeping skills; Ability to load and unload freight; Possession of a valid Class B driver's license; Possession of a valid Class A driver's license.

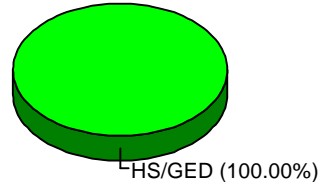
**Personal or Other** - Possession of a good DMV driving record; Ability to work independently.

**Basic** - Ability to read and follow instructions;

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### Education of Recent Hires

Truck Drivers, Light




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Oral communication skills; Ability to write legibly; Basic math skills.

Rated as **VERY IMPORTANT:**

**Technical** - Ability to operate a fork lift.

**Physical** - Ability to lift at least 75 lbs.; Ability to pass a pre-employment medical examination.

**Personal or Other** - Ability to lift at least 75 lbs. repeatedly; Ability to pass a pre-employment medical examination.

**Training:** Employers do not indicate specific training programs for this occupation.

**SIZE OF OCCUPATION:** Very large  
(1,040-1,280)

**EMPLOYMENT TRENDS:** Faster than  
average growth (23.1%)

Almost all employers report that occupational employment remained stable during the last year, and some report growth. Most employers predict that employment will remain stable over the next three years, and some predict growth.

### SUPPLY/DEMAND ASSESSMENT

Employers report little difficulty in finding qualified and experienced applicants, and little difficulty in finding inexperienced applicants who meet their requirements.

## TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS (Continued)

### WAGES AND FRINGE BENEFITS (Summer, 1996)

<u>Nonunion</u>	New Hires, No Experience:	\$4.75 to \$13.00/hr	Median: \$6.50/hr
	New Hires, Experienced:	\$4.75 to \$14.00/hr	Median: \$7.50/hr
	Experienced, 3 Yrs w/Firm:	\$7.00 to \$15.00/hr	Median: \$10.00/hr
<u>Union</u>	New Hires, No Experience:	\$7.55 to \$11.06/hr	Median: \$9.31/hr
	New Hires, Experienced:	\$10.00 to \$11.06/hr	Median: \$10.53/hr
	Experienced, 3 Yrs w/Firm:	\$13.00 to \$13.02/hr	Median: \$13.01/hr

NOTE: The General Teamsters Union reports the journey-level/after 3 Yrs wage for bakery wagon drivers covered under union contract to be \$17.695/hr.

Almost all employers provide medical insurance to full-time workers. Most provide paid vacations, dental insurance. Many provide life insurance, paid sick leave, retirement plans. Some provide vision insurance. Some firms provide medical insurance, dental insurance, life insurance, paid vacations, paid sick leave to part-time workers.

### MAJOR EMPLOYING INDUSTRIES

Major employing industries include: moving and storage companies, agricultural produce firms, nurseries, automobile dealers, printing firms, laundry and cleaning companies, automotive parts suppliers and other retail firms.

### OTHER INFORMATION

**Hours:** Full-time workers average 42 hours/week. Some seasonal opportunities averaging 41 hours/week, and some part-time opportunities averaging 29 hours/week.

**Vacancies:** Most vacancies result from employees leaving. Many occur through promotions, and some through creation of new positions. Most firms promote to sales, lead, foreman, supervisor, or manager levels. Some do not promote.

**Recruitment:** Most employers recruit through current employees' referrals and/or newspaper advertisements. Many recruit through in-house promotion or transfer. Some recruit through unsolicited walk-ins and/or the Employment Development Department.

**Unionization:** Most workers are nonunion, but some are union.

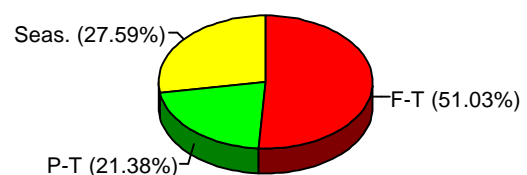
**Gender:** Almost all workers are men, but some are women.

### RELATED D.O.T. OCCUPATIONAL

**TITLES** Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 919.663-022, Escort-Vehicle Driver; 906.683-010, Food-Service Driver; 906.683-014, Liquid-Fertilizer Servicer; 906.683-018, Telephone-Directory-Distributor Driver; 906.683-022, Truck Driver, Light.

### Employment Status

Truck Drivers, Light





## **SURVEY METHODOLOGY**

### **OCCUPATION SELECTION**

The following process was used to select the occupations to be included in this study. Initially, criteria were identified by the Monterey County Private Industry Council staff to choose the list of occupations to be surveyed. The criteria were

- C            the occupations have a substantial employment base in the county;**
- C            a majority of the occupations to be surveyed should typically require formal training of two years or less.**

For the first of these two criteria (substantial employment base) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Monterey County. Using these tables, occupations that showed strong projected growth rates and those that were expected to have sizable replacement needs were selected.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educational institutions, labor representatives, economic development organizations and members of the Private Industry Council. From the input of these organizations, occupations were dropped and others added and a final list of occupations to be studied was selected. Each occupation was then clearly defined to ensure that the information collected pertained to the appropriate occupations.

### **DEFINITION OF OCCUPATIONS**

An occupation is the name or title of a job that identifies the various activities and functions of a worker; i.e., occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include the following: Kindergarten Teachers, General Office Clerks, and Machinists. Three *emerging occupations*, Human Resource Technicians, Patient Insurance Clerks, and Phlebotomists, which do not have an OES code were included in the study.

### **SURVEY SAMPLE SELECTION**

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups. Some examples are agriculture, construction, manufacturing, and retail trade, which contain several hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products they produce or services they provide.

EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical secretary would generally work for a firm which is classified in the health services category; whereas a typist may be scattered across several industries--health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PIC staff and employers were added and deleted, as appropriate, to obtain an optimum sample of 40 employers, wherever possible. Some occupations were found to be smaller in number of local employers.

## **QUESTIONNAIRE DEVELOPMENT**

Separate questionnaires were developed for each of the occupations. EDD developed a generic framework of questions to be asked, and the local partner developed skills and preferred language questions for all occupations. The questions were reviewed by PIC staff, prior to beginning the survey. (See Sample Questionnaire, Appendix B.)

## **SURVEY PROCEDURES**

PIC staff used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the final list of employers proposed for the study. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.

Selected employers were mailed a questionnaire with a letter from the PIC Labor Market Information (LMI) Coordinator and a stamped return envelope.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone to encourage them to return the questionnaire and were given the opportunity to complete the questionnaire by telephone, if preferred, at that time or to be called back at a time they designated.

All surveys were reviewed by the LMI Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers for information obtained on the occupation.

In addition to contacting employers, the PIC staff contacted labor unions, employment agencies, training providers, etc., to learn about a specific occupation.

## **TABULATION AND RESULTS**

The survey responses were entered into a database and tabulations were generated on computer software provided by EDD, with the exception of skills and languages data.

From those tabulations the data were analyzed and the final Occupational Summaries were prepared by an experienced member of the PIC staff. Each Occupational Summary provides information on training and hiring requirements, occupational size, employment trends, supply/demand assessment, wages, and fringe benefits, and other information. Specific employer information is, and will remain, strictly confidential.

